

Early Childhood Career Ladder Program

What is the Career Ladder?

The Career Ladder is a voluntary statewide training certification program for child care providers. The goal of the Career Ladder is to increase providers' participation in ongoing training in the field. Participants receive a certificate and cash bonus for each level of training they complete.

Who can participate in the Early Childhood Career Ladder?

To be eligible for the Career Ladder, providers must meet the following requirements:

1. You must be currently employed working at least 20 hours per week with children ages birth through preschool in an early childhood program.
2. You must have been continuously employed in this capacity in the same program for at least the past six months.
3. Your employment must be in one of the following positions:
 - A. a licensed or residential certificate family child care provider caring for at least 2 non-related children
 - B. a child care center teacher, caregiver, or director
 - C. a license exempt preschool teacher or director
 - D. a regular every day classroom teacher, classroom aide, or education specialist in a Head Start program

How many levels of Career Ladder certification are there?

There are 10 possible levels of Early Childhood Certification and 10 possible levels of School Age Certification. You may apply for each level of certification once. There is no set order the levels must be received in, but you may only receive each level once on each Career Ladder. (For example, you may receive Early Childhood Level 1 once, **and** School Age Level 1 once.)

What Is a Career Ladder Endorsement?

Endorsements to the Career Ladder offer focused training in specific areas. Each endorsement consists of 40 hours of specialized training. Regular endorsement courses, except for the Infant & Toddler Endorsement courses, can be used once on **either** the Early Childhood **or** School Age Career Ladder to move up to Levels 4 through 7. Infant & Toddler Endorsement courses may **only** be used on the Early Childhood Career Ladder.

In addition to using endorsement courses to move up a level on the Career Ladder, once you have completed all 40 hours of training in any one endorsement area you are eligible to receive an endorsement certification

and a \$100 bonus. Career Ladder endorsements are currently available in the following areas:

1. Infant & Toddler Endorsement (IT courses)
2. Special Needs Endorsement (SN courses)
3. Center Director's Endorsement (CD course)
4. Family Child Care Endorsement (FCC courses)

What kind of training can be used on the Career Ladder?

Three kinds of training can be used on the Career Ladder:

1. **Community-based CCR&R Training.** Specific Career Ladder courses offered statewide through your local Child Care Resource & Referral Agency can be used on the Career Ladder.
2. **Continuing Education Units (CEUs).** New Continuing Education Units (in either early childhood or school age topics) earned through your local CCR&R agency and other training and education institutions can be used on the Career Ladder.
3. **College credit coursework** specific to working with young children (ages birth through preschool) or school age children (ages kindergarten through 6th grade) can be used on the Career Ladder.

Community-based CCR&R Career Ladder Courses

CCR&R Career Ladder courses can be used on the Career Ladder for up to five years after the course completion date. ***If a course hasn't been used on the Career Ladder within five years of its completion date, it can no longer be used. You will need to retake the course in order to use it for Career Ladder credit.***

Early Childhood / School Age Courses (EC/SA Courses)

These courses may be used **once** – **either** on the Early Childhood Career Ladder **or** on the School Age Career Ladder, but not on both.

Early Childhood / Child Care Health & Safety, EC/SA-1 (10 hours)

In this course participants will learn about child care health and safety issues. Topics include: communicable diseases, SIDS, shaken baby syndrome, child abuse and neglect, injury prevention, emergency procedures, nutrition, sick children, and medication administration.

Child Development: Ages & Stages, EC/SA-2 (10 hours)

In this course participants learn about typical developmental milestones for infants, toddlers, preschoolers, and school age children. Participants also learn basic strategies for working with each of these age groups.

Advanced Child Development: Theories of Development, EC/SA-3
(10 hours)

In this course participants learn basic principles and theories of child development, and how this knowledge can influence their day-to-day work with children. Participants will be introduced to the theories of Maslow, Erikson, Montessori, Piaget, Vygotsky, Kohlberg, Gilligan, and behaviorism.

Looking to Learn: Observing & Recording Children's Behavior, EC/SA-4
(10 hours)

In this course participants learn effective tools and strategies for gathering and using observational information about children. Areas of focus include: learning to observe children accurately and objectively, observation tools and goals, overcoming obstacles to observation, and interpreting and using observation data.

Working Together: Productive Relationships With Families, EC/SA-5
(10 hours)

In this course participants learn effective strategies for establishing and maintaining open and positive relationships with each child's family, encouraging family involvement in the child care program, and supporting each child's relationship with his or her family.

Creating Good Child Care: Effective Program Management, EC/SA-6
(10 hours)

In this course participants learn strategies for ensuring effective program operation, including program planning, organization, record keeping, and legal issues such as licensing, liability and insurance, custody issues, the Americans with Disabilities Act, and dealing with suspected abuse and neglect.

More than Babysitting: Your Commitment to Professionalism, EC/SA-7
(10 hours)

In this course participants learn how to make informed decisions based on standards for best practices, take advantage of opportunities for individual professional growth, and contribute to the early childhood field.

Early Childhood Career Ladder *Only* Courses (EC Courses)

These courses are specific to early childhood. They may be used **once** – **either** on the Early Childhood Career Ladder, **or** for the Early Childhood Core Endorsement, but not for both. For information on the Early Childhood Core Endorsement, see page ____.

Learning in the Early Years, EC-1 (10 hours)

In this course participants explore how young children learn and develop. Areas of focus include: brain development, learning through play, supporting social and emotional development, and positive guidance.

A Great Place for Kids! Creating Positive Learning Environments for Young Children, EC-2 (10 hours)

In this course participants learn how to set up center and home-based child care programs to encourage play, exploration, and learning. Information is included on spaces and materials for block play, dramatic play, puzzles, games, books and literacy activities, art, sensory play, and outdoor play.

Strong & Smart! Promoting Young Children's Physical & Intellectual Development, EC-3 (10 hours)

In this course participants learn practical ways to promote young children's physical, cognitive, language, and creative development in age-appropriate play and learning activities.

Learning to Get Along: Supporting Young Children's Social & Emotional Development, EC-4 (10 hours)

In this course participants learn effective strategies for supporting young children's social and emotional development. Areas of focus include: fostering self-esteem and independence, learning to get along in a group, and behavior guidance.

Regular Endorsement Courses (IT, SN, CD, and FCC Courses)

These courses may be used **twice** – once **either** on the Early Childhood **or** School Age Career Ladder (but not on both), **and** once for an endorsement certification. The Infant/Toddler Endorsement courses may only be used on the Early Childhood Career Ladder. They may not be used on the School Age Career Ladder. Each endorsement certification includes a \$100 bonus.

Infant & Toddler Endorsement

Infant & Toddler Care, Course 1: Setting Up for Infants & Toddlers, IT-1 (10 hours)

In this course participants explore issues to be considered when setting up for infant and toddler care. Areas of focus include: primary caregiving,

group size, continuity of care, the physical environment, daily routines, and respectful caregiving.

Infant & Toddler Care, Course 2: Social-Emotional Growth of Infants & Toddlers, IT-2 (10 hours)

In this course participants learn about the emotional and social development of infants and toddlers. Areas of focus include: temperaments, responsive caregiving, the caregiver's role in fostering emotional development, socialization, and guidance.

Infant & Toddler Care, Course 3: Learning in Infancy and Toddlerhood, IT-3 (10 hours)

In this course participants explore how infants and toddlers learn. Areas of focus include: cognitive discoveries of infancy, the role of the caregiver in supporting learning, stages of infancy, and language development.

Infant & Toddler Care, Course 4: Working with Families of Infants and Toddlers, IT-4 (10 hours)

In this course participants learn how to work effectively with the families of infants and toddlers. Areas of focus include: establishing relationships with families, responding to families' needs, handling difficult issues, and the effect of a family's culture on caregiving, routines, development, and learning.

Special Needs Endorsement

Including Children With Special Needs, Part 1: SpecialCare, SN-1 (10 hours)

This course is designed to increase child care providers' interest, comfort level, and knowledge in caring for children with disabilities. Information on specific disabilities and community resources for families is included.

Including Children With Special Needs, Part 2: Child Care Plus, SN-2 (15 hours)

In this course participants learn strategies for including children with special needs in child care programs. Areas of focus include: creating a safe and accessible learning environment, building partnerships with parents and families, adapting play materials, positioning children, guiding behavior, and facilitating communication.

Including Children With Special Needs, Part 3: S.P.I.E.S. – Strategies for Preschool Intervention in Everyday Settings, SN-3 (15 hours)

In this course participants will learn specific intervention strategies that can be used with preschool children throughout the day in everyday settings, including child care settings.

Center Director's Endorsement

NCCA Administrator's Credential, CD-1 (40 hours)

In this course developed by the National Child Care Association participants learn skills and strategies for successful program administration of child care centers. Areas of focus include: program organization, carrying out program goals and objectives, marketing, personnel management, legal issues, community relations and public policy, and financial management.

In addition to the Career Ladder Endorsement, providers who complete this course also receive the NCCA National Administrator's Credential (NAC) as well as three college credit hours and/or four CEUs.

Family Child Care Endorsement

Family Child Care, Course 1: Relationships, FCC-1 (10 hours)

In this course participants learn skills to help them develop the foundations of a quality home child care program. Areas of focus include: building trusting and respectful relationships with children and families, communication skills, and positive guidance.

Family Child Care, Course 2: The Home Child Care Environment, FCC-2 (10 hours)

In this course participants learn practical aspects of setting up a quality home child care program. Instruction will focus on: arrangement of indoor and outdoor space; health, safety, and supervision; schedules, routines, and how to support child-directed activities.

Family Child Care, Course 3: Developmental Learning Goals & Activities, FCC-3 (10 hours)

In this course participants learn methods of supporting the developmental needs of children in the areas of: social and self awareness; physical, cognitive, and language development; and creativity. Emphasis will be placed on working with children in mixed-age groups.

Family Child Care, Course 4: Professional & Business Practices, FCC-4 (10 hours)

In this course participants learn how to set up and maintain a professional home child care business. Emphasis will be placed on ethical behavior, contract development, record keeping, taxes and marketing a home child care program.

Core Endorsements

If you will only be pursuing certification on **one** of the Career Ladders (either Early Childhood or School Age), then certain Level 1-3 courses **from the**

other Career Ladder may be used for age specific endorsements. These two endorsements are called **core endorsements** because they consist of the core Level 1-3 courses on the Early Childhood or School Age Career Ladders. These courses can only be used **once**. If you use them for a Career Ladder level, they **cannot** also be used for a Core Endorsement. If you use them for a Core Endorsement, they **cannot** also be used for a Career Ladder level. There are two age specific core endorsements:

Early Childhood Core Endorsement – \$100

This endorsement is for providers whose primary interest is in the School Age Career Ladder, and who will **not** be completing Levels 1-3 on the Early Childhood Career Ladder with CCR&R training. This endorsement consists of the following four courses:

1. Learning in the Early Years, EC-1
2. A Great Place for Kids, EC-2
3. Strong & Smart, EC-3
4. Learning to Get Along, EC-4

If you use these courses for an Early Childhood Core Endorsement, they may **not** be used for any level of certification on the Early Childhood Career Ladder.

School Age Core Endorsement – \$100

This endorsement is for providers whose primary interest is in the Early Childhood Career Ladder, and who will **not** be completing Levels 1-3 on the School Age Career Ladder with CCR&R training. This endorsement consists of the following four courses:

1. Brain Smart Learning: The School Age Years, SA-1
2. Brain Smart Environments for School Age Children, SA-2
3. Brain Smart Activities for School Age Children, SA-3
4. Conscious Discipline, SA-4

If you use these courses for a School Age Core Endorsement, they may **not** be used for any level of certification on the School Age Career Ladder.

What training do I need for each level of Career Ladder Certification?

The requirements for each level of Career Ladder certification are listed below.

Early Childhood Career Ladder:

Early Childhood Level 1 – \$100 bonus

All of the following:

- 3 certifications:
 1. Currently valid Red Cross (or equivalent) first aid certification
 2. Currently valid Red Cross (or equivalent) CPR certification
 3. Current Food Handler's Permit
- 3 courses offered through your local CCR&R:
 1. Child Care / Early Childhood Health & Safety, EC/SA-1
 2. Child Development: Ages & Stages, EC/SA-2
 3. Learning in the Early Years, EC-1

Early Childhood Level 2 – \$200 bonus

- Level 1 Early Childhood Certification, plus 4 of the following 8 courses offered through your local CCR&R:
 1. A Great Place for Kids, EC-2
 2. Strong & Smart, EC-3
 3. Learning to Get Along, EC-4
 4. Advanced Child Development, EC/SA-3
 5. Looking to Learn, EC/SA-4
 6. Working Together, EC/SA-5
 7. Creating Good Child Care, EC/SA 6
 8. More than Babysitting, EC/SA-7

Early Childhood Level 3 – \$300 bonus

One of the following:

- Level 1 Early Childhood Certification, plus all 8 courses listed for Early Childhood Level 2
- Three semester credits (or 4.5 quarter credits) of college coursework in courses dealing specifically with children ages birth through preschool not already used for a previous level of Early Childhood or School Age Certification

Early Childhood Level 4 – \$400 bonus

One of the following:

- Utah High School Skills Certifications in Child Development and Child Care
- Currently valid CDA or CCP credential
- Level 3 Early Childhood Certification, plus four EC, EC/SA, or endorsement courses not already used for a previous level of

Early Childhood or School Age Certification (Cannot include any Early Childhood Endorsement courses if these courses have already been used for an Early Childhood Endorsement.)

- Level 3 Early Childhood Certification, plus three or more new early childhood CEUs or college credits not already used for a previous level of Early Childhood or School Age Certification (must be credits or units completed after your Level 3 Early Childhood Certification)
- Six prior semester credits (or 9 quarter credits) of college coursework in courses dealing specifically with children ages birth through preschool not already used for a previous level of Early Childhood or School Age Certification (See page ____.)

Early Childhood Level 5 – \$500 bonus

One of the following:

- Level 4 Early Childhood Certification, plus four EC, EC/SA, or endorsement courses not already used for a previous level of Early Childhood or School Age Certification (Cannot include any Early Childhood Endorsement courses if these courses have already been used for an Early Childhood Endorsement.)
- Level 4 Early Childhood Certification, plus three or more new early childhood CEUs or college credits not already used for a previous level of Early Childhood or School Age Certification (must be credits or units completed after your Level 4 Early Childhood Certification)
- Nine prior semester credits (or 13.5 quarter credits) of college coursework in courses dealing specifically with children ages birth through preschool not already used for a previous level of Early Childhood or School Age Certification (See page ____.)

Early Childhood Level 6 – \$600 bonus

One of the following:

- Level 5 Early Childhood Certification, plus four EC, EC/SA, or endorsement courses not already used for a previous level of Early Childhood or School Age Certification (Cannot include any Early Childhood Endorsement courses if these courses have already been used for an Early Childhood Endorsement.)
- Level 5 Early Childhood Certification, plus three or more new early childhood CEUs or college credits not already used for a previous level of Early Childhood or School Age Certification (must be credits or units completed after your Level 5 Early Childhood Certification)

- Twelve prior semester credits (or 18 quarter credits) of college coursework in courses dealing specifically with children ages birth through preschool not already used for a previous level of Early Childhood or School Age Certification (See page ____.)

Early Childhood Level 7 – \$700 bonus

One of the following:

- Level 6 Early Childhood Certification, plus four EC, EC/SA, or endorsement courses not already used for a previous level of Early Childhood or School Age Certification (Cannot include any Early Childhood Endorsement courses if these courses have already been used for an Early Childhood Endorsement.)
- Level 6 Early Childhood Certification, plus three or more new early childhood CEUs or college credits not already used for a previous level of Early Childhood or School Age Certification (must be credits or units completed after your Level 6 Early Childhood Certification)
- Fifteen prior semester credits (or 22.5 quarter credits) of college coursework in courses dealing specifically with children ages birth through preschool not already used for a previous level of Early Childhood or School Age Certification (See page ____.)

Early Childhood Level 8 – \$800 bonus

One of the following:

- A one year college certificate in early childhood or child care which includes at least 15 semester credits (or 22.5 quarter credits) in courses dealing specifically with children ages birth through preschool (May not include credits previously used on the School Age Career Ladder.)
- A Montessori teaching certificate from a MACTE (Montessori Accreditation Council for Teacher Education) accredited teacher training program

Early Childhood Level 9 – \$900 bonus

One of the following:

- An associate's degree which includes at least 15 semester credits (or 22.5 quarter credits) in courses dealing specifically with children ages birth through preschool (May not include credits previously used on the School Age Career Ladder.)
- An associate's degree which does not meet the early childhood credit hour requirement for this level, plus a Level 7 Early Childhood Career Ladder Certification

Early Childhood Level 10 – \$1000 bonus

One of the following:

- A bachelor's or graduate degree which includes at least 15 semester credits (or 22.5 quarter credits) in courses dealing specifically with children ages birth through preschool (May not include credits previously used on the School Age Career Ladder.)
- A bachelor's or graduate degree which does not meet the early childhood credit hour requirement for this level, plus a Level 7 Early Childhood Career Ladder Certification

Using College Credits for Levels 3-7

The prior college credit hour option for Levels 3 through 7 is **only** for those applicants who do **not** already have a one year certificate, associate's degree, bachelor's degree, or graduate degree and meet the 15 credit hour Early Childhood or School Age requirement. Applicants who submit college transcripts to qualify for Levels 3 through 7 must submit copies of **complete official transcripts (not internet printouts) for all college course work completed to date**, and will be awarded the highest level they qualify for based on their complete transcripts. Additional levels of certification will require the completion of additional training.

Multiple Credit Training

Career Ladder courses, including endorsement courses, which also offer CEUs or college credit may only be used to meet the requirements of one Career Ladder Level. (For example, the same course cannot be used at one level as a regular Career Ladder course, and again at another level as a CEU.)

Training Time Limit

CCR&R Career Ladder courses can be used on the Career Ladder for up to five years after the course completion date. ***If a course hasn't been used on the Career Ladder within five years of its completion date, it can no longer be used. You will need to retake the course in order to use it for Career Ladder credit.***

CCR&R Career Ladder Courses-at-a-Glance

The removable center insert in this booklet lists each Career Ladder course taught by your local CCR&R agency and shows which Career Ladder levels and endorsements each course may be used for. You can remove and use this insert to track your own use of these courses.

How do I apply for the Career Ladder?

It's easy! Just submit a completed application, along with copies of the required training documentation listed on the application, to:

CCPDI
4600 S Redwood Rd
Salt Lake City UT 84123

You can get a blank application by calling the Office of Child Care or your local CCR&R, or from the Office of Child Care website at jobs.utah.gov/occ.